Sunshine State Library Leadership Institute
Application Process Directions

Leadership Institute Application Checklist

A completed Sunshine State Library Leadership Institute application includes:

☐ Supervisor's Letter of Support

☐ Resume

☐ Sunshine State Library Leadership Institute Application Form

☐ Director/Dean/Principal Approval Form

Step One: Supervisor's Letter of Support

Each applicant is required to submit a **Letter of Support** from their current library supervisor. This letter should describe ways in which the individual has:

1) Demonstrated leadership potential or expressed an interest in assuming more leadership responsibilities.

2) Exhibited exceptional and consistent performance in current management or supervision roles.

3) Been receptive and flexible to coaching and mentoring.

4) Engaged with others in professional and interpersonal relationships.

The letter of support should be 300-500 words.

The letter of support can be a .doc, .docx or .pdf file.

Your supervisor's letter of support must be submitted as an email attachment with your Application Form. Acquire your supervisor's letter of support and save it in a location you can access electronically when you complete and submit the Application Form.

Step Two: Resume

Each applicant is required to submit a **Resume** that is a two-page outline of work history, education, professional memberships and offices held, not-for-profit volunteer/board activities, awards and certificates.

The resume can be a .doc, .docx or .pdf file.

Your resume must be submitted as an email attachment with your Application Form. Create your resume and save it in a location you can access electronically when you complete and submit the Application Form.

Step Three: Director/Dean/Principal Approval Form

Each applicant's library director is required to submit the Director Approval Form, available for download on the Sunshine State Library Leadership Institute website at:

info.florida.gov/sslli/apply

Your **Director/Dean/Principal Approval Form** must be submitted as an email attachment with your Application Form. Acquire a completed Director/Dean/Principal Approval Form and save it in a location you can access electronically when you complete and submit the Application Form.

Step Four: Sunshine State Library Leadership Institute Application Form

1) Download the Participant Application to your computer by right-clicking on the link and choosing the option "Save link as" or "Save target as" (see Figure 1).

Figure 1
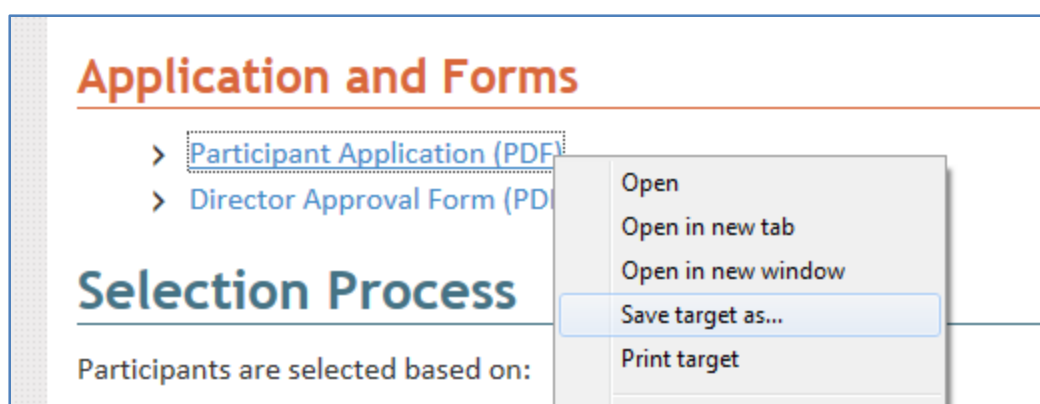
2) Rename the file with your name and the default file name, which is sslliapp[current year].pdf. For example, Jane Doe should rename the file Jane-Doe-sslliapp[current year].pdf.

3) Open the file by using a PDF viewing application, such as Adobe Acrobat Professional, Adobe Reader, or CutePDF Writer. **Get a free copy of Adobe Acrobat Reader** if you need a PDF viewer.

4) Enter all information in the form fields provided. All form fields, except for *Ethnicity* and *Gender*, require a response.

Checklist
☐ Select the location where you prefer to attend the sessions.

Section One: Personal Information

☐ All fields are required except *Ethnicity* and *Gender*.

☐ Enter your library street address, not your home address.

☐ Enter a 10-digit phone number using numbers only. For example, enter 8505551234, **not** (850) 555-1234 or 850-555-1234. The *Work Phone Number* field will **not** accept extensions.

Section Two: Professional Information

☐ Answers to all five narrative questions are required.

☐ Your response to each question should be 200-250 words and be within the text field provided in the form.

Section Three: Commitment

☐ To sign the form, you must type your name in the field provided and select the check box next to the statement "I understand that by typing my name here I am signing this document." This must be signed as criteria for your application to be reviewed.

5) SAVE the application to retain the information you entered.

Step Five: Submitting All Forms by Email

Send the following items as attachments to one email:

☐ Supervisor's Letter of Support

☐ Resume

☐ Sunshine State Library Leadership Institute Application Form

☐ Director/Dean/Principal Approval Form

1) In the Subject of the email, enter **Your Name Sunshine State Library Leadership Institute Application**. For example, if your name is Jane Doe, you should enter *Jane Doe Sunshine State Library Leadership Institute Application.*
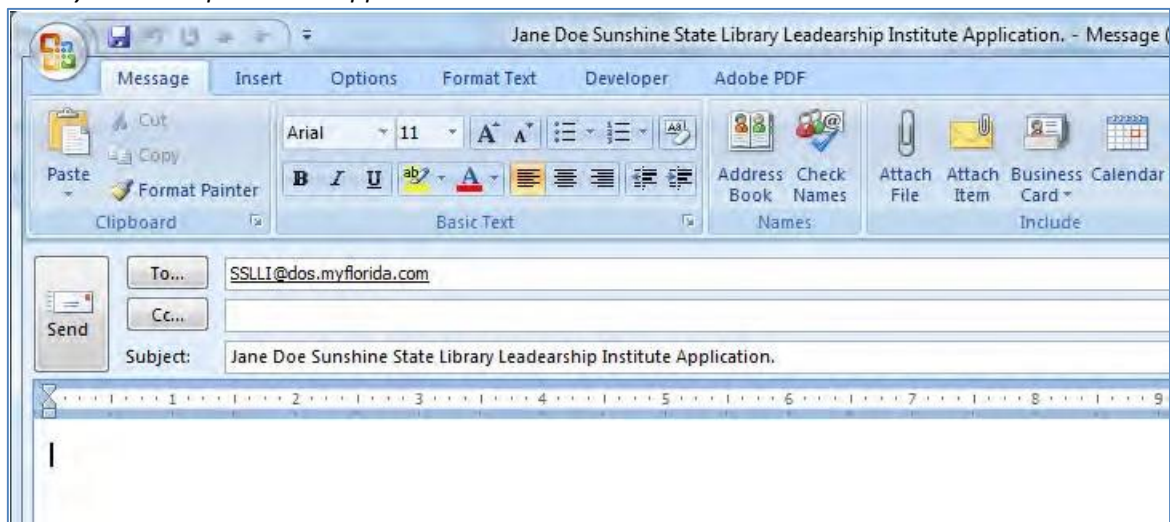
2) Address your email to SSLLI@dos.myflorida.com.

3) Ensure you have the four required items attached to the email before you send it.

4) SEND **on or before June 12.**

Contact Information

For more information, contact SSLLI@dos.myflorida.com.